

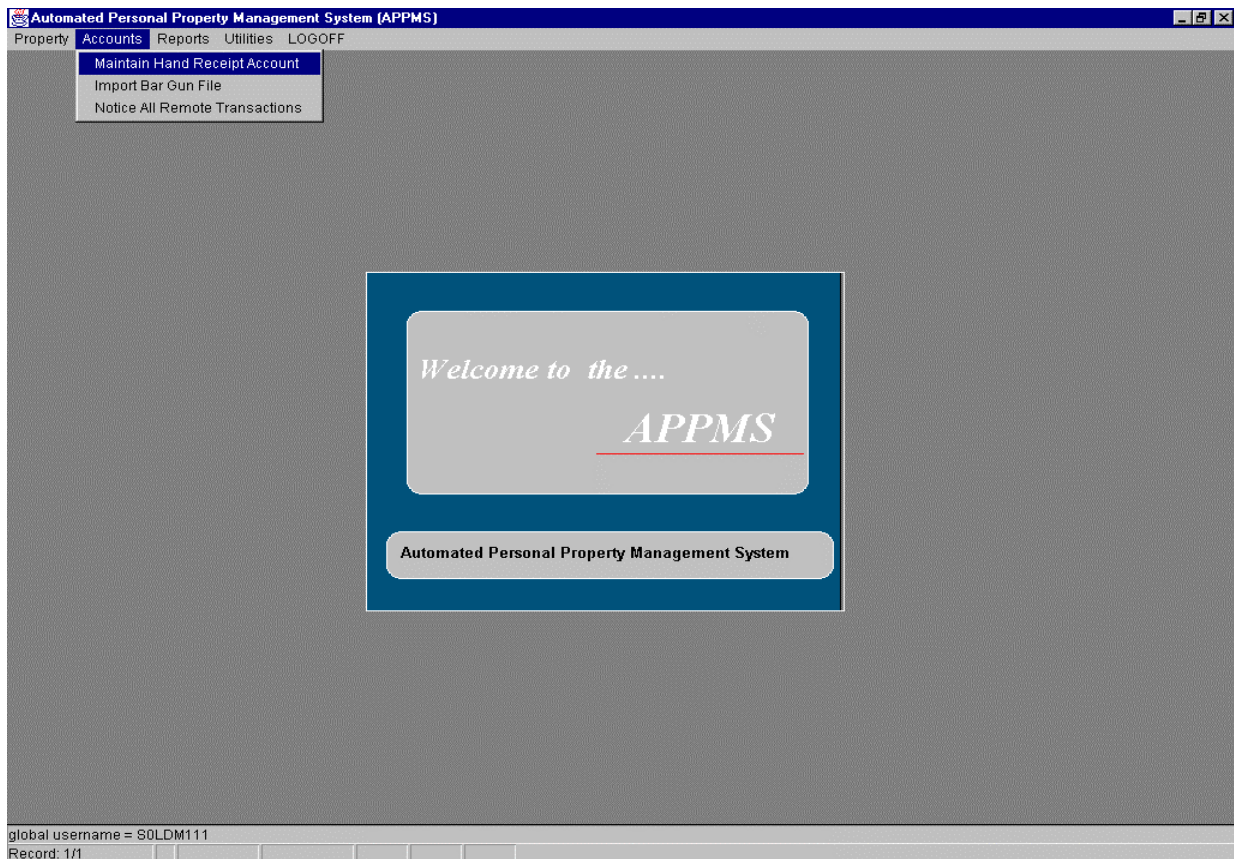
CHAPTER 5 ACCOUNTS SYSTEM

AUTOMATED PERSONAL PROPERTY MANAGEMENT SYSTEM APPMS 6.00

Accounts Process

Accounts Menu

The Accounts Menu is used to maintain the HRA / SUB-HRA information and the Bar Guns file process. When the **[Accounts]** option on the Main Menu is highlighted, the following Accounts Menu is displayed:



Select the option to be performed and click.

Accounts Menu

Each option on the Accounts Menu is to be discussed in this section.

Option [Maintain Hand Receipt Account] is used to add a new HRA, modify an existing HRA, or delete an existing HRA. Also it is used to add a new SUB-HRA, modify an existing SUB HRA, or delete an existing SUB HRA.

Option [Import Bar Gun File] is used to bring into APPMS inventory information gathered by a Bar Gun Scanner.

Option [Notice All Remote Transactions] is used to view HRA transactions sent from a Remote APPMS site. All these transaction can be viewed by the Central Site.

ACCOUNTS MENU
MAINTAIN HRA INFORMATION

Maintain HRA Information

A Hand Receipt Account (HRA) is an account in which property item transactions are recorded. APPMS records the receipt, disposal and transfer of property items between Hand Receipt Accounts. Each HRA has an HRA number and a person responsible for the HRA.

1. From the APPMS Main Menu select the **[Accounts]** option.
2. Select the **[Maintain Hand Receipt Account]** option. A list of current HRA is displayed. The user can search for a particular HRA, delete an HRA, add a new HRA, or modify the information on an HRA from the toolbar.

Automated Personal Property Management System (APPMS)

Enter Query Up Down Add Modify View Delete Exit

Maintain HRA Record(s)

HRA ID	HRA Name	HRA Office	Location	Phone	HRA Remote Flag
001	PEEL, SHIRLEY	CECW-ZX	VIENNA	(202) 761-0102	
002	AUGUSTINE, WILLIAM	CECW-B	7228	(202) 761-0191	
003	DEVICK, LARRY	CECW-BC	7215	(202) 761-8579	
004	KENYON DAVID	CECW-BD	7226	(202) 761-8575	
005	HUDAK, STEVEN	CECW-BE	7221	(202) 761-8592	
006	PAINTON, HARRY	DAEN-ZC	PENTAGON	(703) 802-7020	
007	NILSON, KARL S.	CECW-BA	7225C	(202) 761-0702	
008	EIKER, EARL	CECW-EH	8123&8127	(202) 761-8500	
011	BUCK, KEN	CECW-OC	8112C & 8215C	(202) 761-8833	
012	NILSON, KARL	CECW-M	7120	(202) 761-0702	
013	WHITLEY, PRISCILLA	CECW-O	8233	(202) 761-0196	
014	STUDT, JOHN	CECW-OR	8225	(202) 761-2175	
015	LEWIS, DARRELL	CECW-ON	8223	(202) 761-0247	
016	TOHLEN, HAROLD C.	CECW-O	8233	(202) 761-0196	
017	HECKER, EDWARD J.	CECW-OE	8215	(202) 761-0409	

Query will retrieve 133 records.
Record: 1/?

Adding HRA

To add a new Hand Receipt Account, select the **Add** button on the toolbar.

1. The following screen is displayed when **Add** is selected:

The screenshot shows a window titled "Automated Personal Property Management System (APPM)" with a toolbar containing buttons for "Enter Query", "Up", "Down", "Add", "Modify", "View", "Delete", and "Exit". The "Add" button is highlighted. Below the toolbar is a form titled "Adding HRA Record" with "Save" and "Cancel" buttons. The form contains the following fields: "HRA ID:" (text box), "Appointment Date:" (text box with "25-MAR-1999"), "Inventory Date:" (text box), "Office:" (text box), "Name:" (text box), "Address:" (text box), "City:" (text box), "State:" (text box), "Zip:" (text box), "Phone:" (text box), "Location:" (text box), and an "HRA Remote Flag" checkbox. At the bottom of the window, a status bar shows "Record: 1/1".

The following fields are available for editing:

HRA ID. Enter a unique 3-digit number for the HRA ID. This is a required field.

APPOINTMENT DATE. Enter the effective DATE of this account ability. The current date is the default date but it can be modified as needed.

Adding HRA

LAST INVENTORY DATE. This field will reflect the most recent DATE an inventory reconciliation was taken for this HRA. This date may be changed manually as needed.

NAME. Enter the NAME of the person responsible for the HRA. This is required field.

OFFICE SYMBOL. Enter the OFFICE SYMBOL of the person responsible for the HRA.

ADDRESS. Two lines are available for the ADDRESS of the HRA.

CITY. Enter the CITY of the HRA.

STATE. Enter the 2 character STATE code of the HRA.

ZIPCODE. Enter the ZIPCODE of the HRA.

PHONE NUMBER. Enter the PHONE NUMBER of the HRA.

LOCATION. Enter the LOCATION of the HRA. This is a required field.

HRA Remote Flag. Checked HRA Remote flag, if that HRA holder is offsite(Remote site HRA).

2. Click the **Cancel** button to cancel the transaction without saving.
3. Click the **Save** button to save the transaction.
4. Once the transaction is **Saved** or **Cancelled**, the user is returned to the Maintain HRA Record(s) screen.

Modifying HRA

To modify information on an HRA, highlight the record to be modified and click the **Modify** button on the toolbar.

1. The following screen is displayed when **Modify** is selected:

The screenshot shows the 'Automated Personal Property Management System (APPMS)' window. The title bar reads 'Automated Personal Property Management System (APPMS)'. Below the title bar is a toolbar with icons and labels: 'Enter Query', 'Up', 'Down', 'Add', 'Modify', 'View', 'Delete', and 'Exit'. The 'Modify' button is highlighted. The main window displays a form titled 'Modifying HRA Record' with 'Save' and 'Cancel' buttons. The form contains the following fields:

HRA ID:	001	Appointment Date:	11-MAY-1994	Inventory Date:	20-JAN-1998	Office:	CECW-ZX
Name:	PEEL, SHIRLEY						
Address:	20 MASS AVE NW						
	LEWIS, SHERELL						
City:	WASWASHINGTON	State:	DC	Zip:	20314-1000		
Phone:	202781-0102	Location:	VIENNA			<input type="checkbox"/> HRA Remote Flag	

At the bottom of the window, a status bar shows 'Record: 1/1'.

2. The following fields are available for editing:

APPOINTMENT DATE. Enter the effective DATE of this accountability.

Modifying HRA

LAST INVENTORY DATE. This field will reflect the most recent DATE an inventory reconciliation was taken for this HRA. This date may be changed manually as needed.

NAME. Enter the NAME of the person responsible for the HRA.

OFFICE SYMBOL. Enter the OFFICE SYMBOL of the person responsible for the HRA.

ADDRESS. Two lines are available for the ADDRESS of the HRA.

CITY. Enter the CITY of the HRA.

STATE. Enter the 2 character STATE code of the HRA.

ZIPCODE. Enter the ZIPCODE of the HRA.

PHONE NUMBER. Enter the PHONE NUMBER of the HRA.

LOCATION. Enter the LOCATION of the HRA. This is a required field

HRA Remote Flag. Checked HRA Remote flag, if that HRA holder is offsite(Remote site HRA).

3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Save** button to save the transaction.
5. Once the transaction is **Saved** or **Cancelled** the user is returned to the Maintain HRA screen.

Deleting HRA

To delete an HRA, highlight the record to be deleted and click the **Delete** button on the toolbar.

APPMS will not allow the user to delete an HRA if an associated active property record exists. If the record has an Active Property associated, within the following alert is displayed.

Automated Personal Property Management System (APPMS)

Enter Query Up Down Add Modify View Delete Exit

Maintain HRA Record(s)

HRA ID	HRA Name	HRA Office	Location	Phone	HRA Remote Flag
001	PEEL, SHIRLEY	CECW-ZX	VIENNA	(202) 761-0102	
002	AUGUSTINE, WILLIAM	CECW-B	7225	(202) 761-0101	
003	DEVICK, LARRY	CECW-BC			
004	KENYON DAVID	CECW-BD			
005	HUDAK, STEVEN	CECW-BE			
006	PAINTON, HARRY	DAEN-ZC			
007	NILSON, KARL S.	CECW-BA			
008	EIKER, EARL	CECW-EH			
011	BUCK, KEN	CECW-OC			
012	NILSON, KARL	CECW-M	7120	(202) 761-0702	
013	WHITLEY, PRISCILLA	CECW-O	6233	(202) 761-0196	
014	STUDT, JOHN	CECW-OR	6225	(202) 761-2175	
015	LEWIS, DARRELL	CECW-ON	6223	(202) 761-0247	
016	TOHLEN, HAROLD C.	CECW-O	6233	(202) 761-0196	
017	HECKER, EDWARD J.	CECW-OE	6215	(202) 761-0409	

Record: 6/7

1. Click on the **Ok** button to return to the Maintain HRA Record(s) screen.

Deleting HRA

- If the HRA is not referenced by another table the following alert is displayed.

Automated Personal Property Management System (APPM)

Enter Query Up Down Add Modify View Delete Exit

Maintain HRA Record(s)

HRA ID	HRA Name	HRA Office	Location	Phone	HRA Remote Flag
264	HESS, CHARLES	SES (CECW)	0233	(202) 761-0195	
265	VACANT 12/07	SES (CECW)	7103	(202) 761-0115	
266	CAVER, THOMAS	SES			
267	GREENHOUSE, BUNNY	SES			
270	MARCAULUS, TRACY	HEA			
300	MCDONALD, MARY (PBO)	CEH			
405	WADDY, BRENDA	UNK			
411	PROPERTY DISPOSAL	WAF			
596	MARY MCDONALD	QYN			
777	CALABRESE KENNETH	NPD PROC CTR	5121C	(202) 761-1244	
779	FEREZAN MICHAEL R	CEHEC-ZP-6	PULA	(202) 761-4072	
900	EXCESS TO HRH	CURRENT WH6E	DRMO	(202) 761-4072	
905					
999	TEST	TEST	02309	(459) 023-0012	
XXX	NO LINK				

Record: 132/133

Click the **Yes** button to delete the transaction.

Click the **No** or **Cancel** button to cancel the delete transaction.

Viewing HRA

To view a HRA, highlight the record to be viewed and click the **View** button on the toolbar.

1. The following screen is displayed when the **View** button is selected:
2. Click the **Close** button to return to the Maintain HRA screen.

The screenshot shows a window titled "Automated Personal Property Management System (APPM)". The toolbar contains buttons: Enter Query, Up, Down, Add, Modify, View, Delete, and Exit. The "Viewing HRA Record" form includes the following fields:

Viewing HRA Record				Close			
HRA ID:	001	Appointment Date:	11-MAY-1994	Inventory Date:	20-JAN-1998	Office:	CECW-ZX
Name:		PEEL, SHIRLEY					
Address:		20 MASS AVE NW					
		LEWIS, SHERELL					
City:		WAS WASHINGTON	State:	DC	Zip:	20314-1000	
Phone:		(202) 761-0102	Location:		VIENNA	<input type="checkbox"/> HRA Remote Flag	

Record: 1/1

Maintain SUB-HRA Information

1. From the APPMS Main Menu select the **[Accounts]** option.
2. Select the **[Maintain Hand Receipt Account]** option. A list of current HRA is displayed. To access the Sub-HRA screen **double-click** on a particular HRA. The user can search for a particular SUB HRA, delete a SUB HRA, add a new SUB HRA, or modify the information on a SUB HRA.

The following screen is displayed when the user double clicks on an HRA.

Automated Personal Property Management System (APPMS)

Enter Query Up Down Add Modify View Delete Exit

Maintain Sub HRA Sub Add Sub Mod Sub View Delete Cancel

Sub HRA ID	Name	Office	Location	Phone	Remote Flag
222	JAN	CELD	PUL	(202) 761-0852	
333	JIMMIE	CELD	PULASKI	(202) 761-0852	
358	LANE		CALX		

Query will retrieve 3 records.
Record: 1/3

MAINTAIN SUB HRA INFORMATION
ADDING SUB-HRA

Adding SUB-HRA

To add a new Sub Hand Receipt Account, click the **Sub Add** button on the Maintain Sub-HRA screen.

1. The following screen is displayed when **Sub Add** is selected:

Automated Personal Property Management System (APPM)

Enter Query Up Down Add Modify View Delete Exit

Adding Sub HRA Save Cancel

Sub HRA ID: 102 Office: CELD

Name: JIMMIE SMITH

Address: 20 MASS AVE.

City: WASHINGTON State: DC Zip: 20314

Phone: 2027610852 Location: PULASKI ☐ Remote Flag

Record: 1/1

2. The following fields are available for editing:

SUB HRA ID. Enter a unique 3-digit number for the SUB HRA ID. This is required field.

Adding SUB-HRA

APPOINTMENT DATE. Enter the effective DATE of this account ability. The current date is the default but can be modified as needed.

LAST INVENTORY DATE. This field reflects the most recent DATE of Inventory reconciliation was taken for this SUB HRA. This date may be changed manually as needed.

NAME. Enter the NAME of the person responsible for the SUB HRA.

OFFICE SYMBOL. Enter the OFFICE SYMBOL of the person responsible for the SUB HRA.

ADDRESS. Two lines are available for the ADDRESS of the SUB HRA.

CITY. Enter the CITY of the SUB HRA.

STATE. Enter the 2 characters STATE code of the SUB HRA.

ZIPCODE. Enter the ZIPCODE of the SUB HRA.

PHONE NUMBER. Enter the PHONE NUMBER of the SUB HRA.

LOCATION. Enter the LOCATION of the SUB HRA. This is required field.

REMOTE FLAG. If flag is (X) this SUB HRA is at the Remote Site. If not at local site.

3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Save** button to save the transaction.
5. Once the transaction is **Saved** or **Cancelled**, the user is returned to the Maintain SUB HRA screen.

MAINTAIN SUB HRA INFORMATION
MODIFYING SUB-HRA

Modifying SUB-HRA

To modify information on a SUB HRA, highlight the record to be modified and select **Sub Mod** button.

1. The following screen is displayed when **Sub Modify** is selected:

The screenshot shows the 'Automated Personal Property Management System [APPMS]' window. The title bar is blue with the system name and standard window controls. Below the title bar is a menu bar with icons and labels: 'Enter Query', 'Up', 'Down', 'Add', 'Modify', 'View', 'Delete', and 'Exit'. The main area contains a form titled 'Modifying Sub Hra' with 'Save' and 'Cancel' buttons. The form fields are: 'Sub Hra ID' (111), 'Office' (empty), 'Name' (LYNN), 'Address' (UNKNOWN), 'City' (empty), 'State' (TX), 'Zip' (empty), 'Phone' (empty), 'Location' (GEORGIA), and a 'Remote Flag' checkbox (unchecked). At the bottom, a status bar shows 'Record: 1/1'.

2. The following fields are available for editing:

APPOINTMENT DATE. Enter the effective DATE of this accountability.

ACCOUNTS MENU
MAINTAIN SUB HRA INFORMATION

Modifying SUB-HRA

LAST INVENTORY DATE. This field reflects the most recent DATE an inventory reconciliation was taken for this SUB HRA. This date may be changed manually as needed.

NAME. Enter the NAME of the person responsible for the SUB HRA.

OFFICE SYMBOL. Enter the OFFICE SYMBOL of the person responsible for the SUB HRA.

ADDRESS. Two lines are available for the ADDRESS of the SUB HRA.

CITY. Enter the CITY of the SUB HRA.

STATE. Enter the 2 character STATE code of the SUB HRA.

ZIPCODE. Enter the ZIPCODE of the SUB HRA.

PHONE NUMBER. Enter the PHONE NUMBER of the SUB HRA.

LOCATION. Enter the LOCATION of the SUB HRA.

REMOTE FLAG. If flag is (X) this SUB HRA is at the Remote Site. If not at local site.

3. Click the **Cancel** button to cancel the transaction without saving.
4. Click the **Save** button to save the transaction.
5. Once the transaction **Saved** or **Cancelled** the user is returned to the Maintain SUB HRA screen.

Deleting SUB-HRA

To delete a SUB HRA, highlight the record to be deleted and click the **Delete** button on the Maintain SUB HRA screen.

APPMS will not allow the user to delete a SUB HRA if an associated active property record exists. If the record has Active Property associated with it, the following alert is displayed and the user is returned to the Maintain SUB HRA screen.

The screenshot displays the 'Automated Personal Property Management System (APPMS)' window. At the top is a toolbar with icons and labels for 'Enter Query', 'Up', 'Down', 'Add', 'Modify', 'View', 'Delete', and 'Exit'. Below this is the 'Maintain Sub HRA' section, which includes buttons for 'Sub Add', 'Sub Mod', 'Sub View', 'Delete', and 'Cancel'. A table lists Sub HRA records with columns for ID and Name. The record with ID 333 and Name JIMMIE is highlighted in yellow. An error dialog box titled 'Forms' is overlaid on the table, displaying a yellow warning icon and the message: 'Record referenced by another table. Cannot be deleted.' with an 'OK' button. The status bar at the bottom indicates 'Record: 2/3'.

Sub HRA ID	Name
222	JAN
333	JIMMIE
358	LANE

1. Click the **Ok** button to return to the Maintain SUB HRA screen.

Deleting SUB-HRA

1. If the SUB HRA is not referenced by another table the following alert is displayed.

The screenshot shows the 'Automated Personal Property Management System (APPMS)' window. At the top is a menu bar with icons and labels: 'Enter Query', 'Up', 'Down', 'Add', 'Modify', 'View', 'Delete', and 'Exit'. Below this is a 'Maintain Sub HRA' window. It has a title bar 'Maintain Sub HRA' and buttons 'Sub Add', 'Sub Mod', 'Sub View', 'Delete', and 'Cancel'. Inside, there is a table with columns 'Sub HRA ID' and 'Name'. The first three rows are highlighted in yellow: '222 JAN', '333 JIMMIE', and '358 LANE'. A confirmation dialog box titled 'Forms' is overlaid on the table. It contains a red hand icon and the text 'Are you sure you want to delete the current record?'. The dialog has three buttons: 'Yes', 'No', and 'Cancel'. The 'No' button is highlighted with a dashed border. At the bottom of the main window, there is a status bar that says 'Record: 1/3'.

Sub HRA ID	Name
222	JAN
333	JIMMIE
358	LANE

2. Click the **Yes** button to delete the transaction.
3. Click the **No or Cancel** button to cancel the transaction.

Viewing SUB-HRA

To view a SUB HRA, highlight the record to be viewed and click the **Sub View** button on the Maintain **SUB HRA** screen.

1. The following screen is displayed when **Sub View** is selected:

The screenshot shows a window titled "Automated Personal Property Management System (APPM)" with a menu bar containing "Enter Query", "Up", "Down", "Add", "Modify", "View", "Delete", and "Exit". The main area displays a "Viewing Sub Hra" form with a "Close" button in the top right corner. The form contains the following fields:

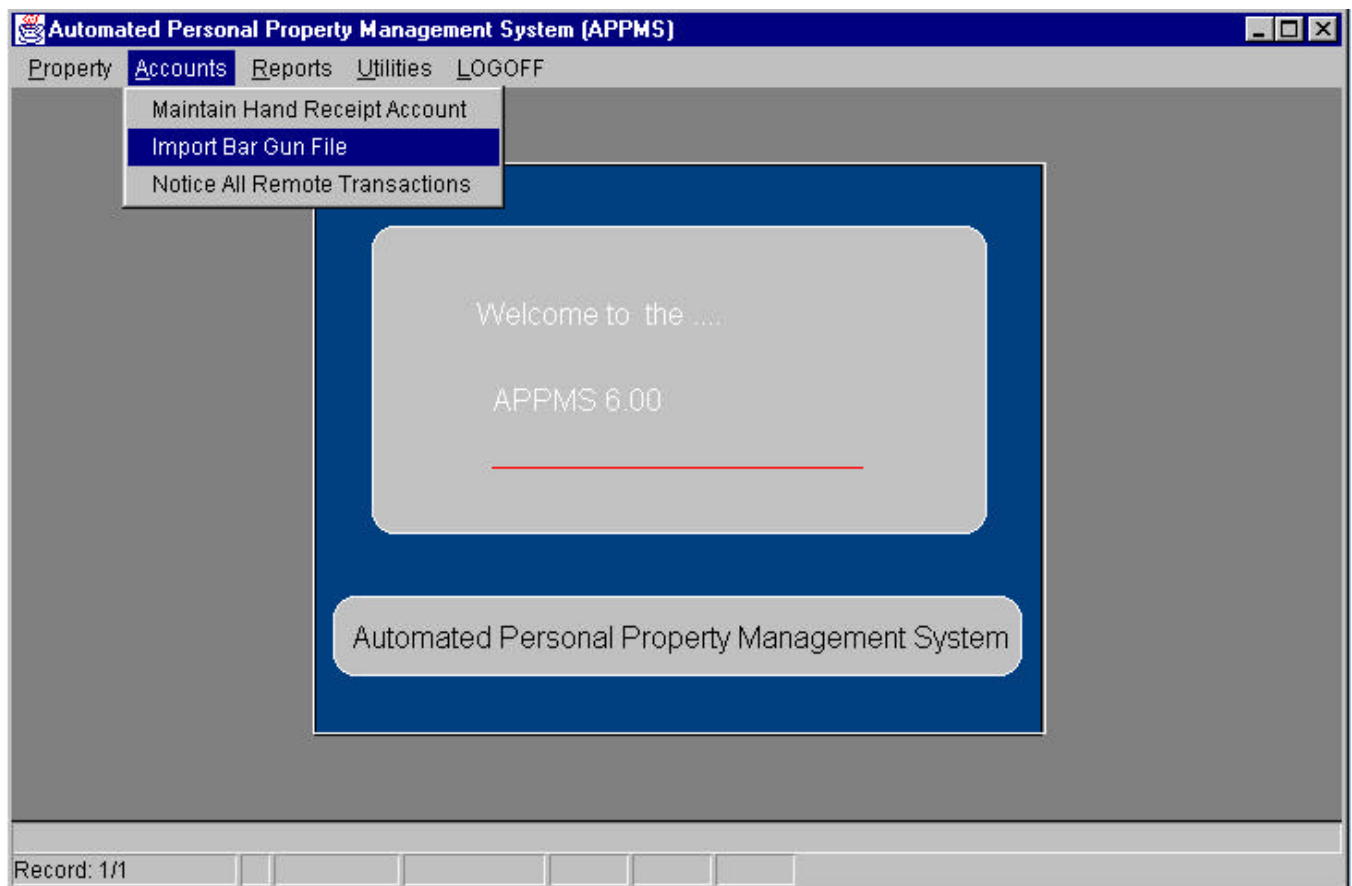
Sub Hra Id:	111	Office:	
Name:	LYNN		
Address:	UNKNOWN		
City:		State:	TX
Zip:			
Phone:		Location:	GEORGIA
		<input type="checkbox"/> Remote Flag	

At the bottom of the window, a status bar shows "Record: 1/1" followed by several empty checkboxes.

2. Click the **close** button to return to the Maintain HRA screen.

Import Bar Gun File

Bar gun scanners can be used as an electronic means of taking property inventory. The **[Import Bar Gun File]** option provides a means to transfer the bar gun information into the APPMS database.



1. Prior to reading the BAR GUN file, the user must upload the Bar Gun file to their local PC.
2. From the APPMS Main Menu select the **[Accounts]** option.

Import Bar Gun File

3. Select the **[Import Bar Gun File]** option. A list of the most recently imported Bar Tags is displayed. The user can update with the Bar Gun information, modify their Bar Gun Configuration or search for information from the following screen:

Automated Personal Property Management System (APPMs)

Enter Query Config Read Exit

BarTags From Last Scan

HRA	Location	Room	Bar Tag ID	Bangun Date	Read Date	Read Code
204	MCN	ADMN	00638	03-FEB-1998	13-DEC-1998	C
204	MCN	ADMN	01548	03-FEB-1998	13-DEC-1998	C
204	GEMS	MACH	04888	09-FEB-1998	13-DEC-1998	K
204	GEMS	MACH	06700	09-FEB-1998	13-DEC-1998	C
204	GEMS	MACH	06701	09-FEB-1998	13-DEC-1998	C
204	GEMS	MACH	07681	09-FEB-1998	13-DEC-1998	C
204	GEMS	MACH	07702	09-FEB-1998	13-DEC-1998	K
204	GEMS	MACH	07719	05-FEB-1998	13-DEC-1998	K
204	GEMS	MACH	08853	09-FEB-1998	13-DEC-1998	C
204	GEMS	MACH	09486	03-FEB-1998	13-DEC-1998	K
204	GEMS	MACH	09487	03-FEB-1998	13-DEC-1998	K
204	GEMS	MACH	09488	03-FEB-1998	13-DEC-1998	K
204	GEMS	MACH	09489	04-FEB-1998	13-DEC-1998	K
204	GEMS	MACH	09540	03-FEB-1998	13-DEC-1998	C
204	GEMS	MACH	09545	03-FEB-1998	13-DEC-1998	K

Record: 1/?

Configure Bar Gun

To Configure a Bar Gun, click the **Config** button on the toolbar.

1. The following screen is displayed when **Config** is selected:

The screenshot shows a window titled "Automated Personal Property Management System (APPMS)". Inside the window is a toolbar with six buttons: "Enter Query", "Up", "Down", "Config", "Read", and "Exit". Below the toolbar is a dialog box titled "Modify Bar Gun Configuration". This dialog box has "Save" and "Cancel" buttons in the top right corner. Inside the dialog box, there are three input fields: "Bargun Type:" with a dropdown menu showing "Others", "Port:" with a text box containing "1", and "Baud:" with a text box containing "9600". Below these three fields is a single-line text box for "Bargun Directory:" containing the path "/u01/home/falgunis/42898a.txt". At the bottom of the main window, there is a status bar that says "Record: 1/1" followed by several empty rectangular boxes.

2. The following fields are available for editing:

BAR GUN TYPES. Select a bar gun type from the pop list.

PORT. Enter the PORT number assigned to the Psion Bar Gun.

Configure Bar Gun

BAUD. Enter the BAUD RATE of the Psion Bar Gun.

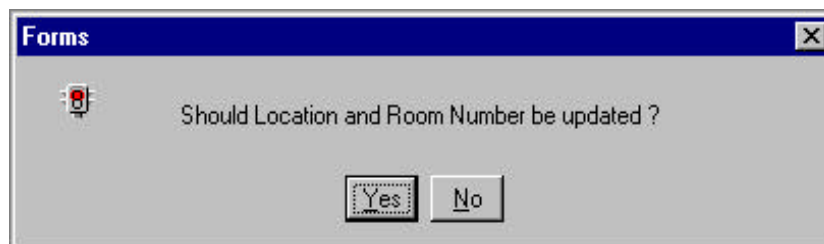
BAR GUN IMPORT DIRECTORY. Enter the directory path for the Bar Gun data file.

3. Click the **Cancel** button to cancel the transaction.
4. Click the **Save** button to save the transaction.
5. Once the transaction is **saved** or **Cancelled** the user is return to the bar tags from last scan screen.

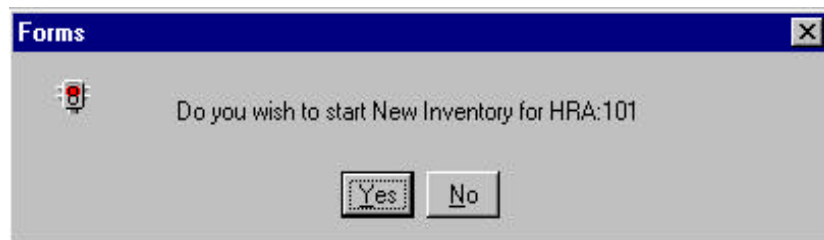
READ

The Read option allows the user to copy inventory reconciliation records from the Psion Bar Gun or some directory to the Property and Inventory Reconciliation Table.

1. APPMS and the Psion II Bar Gun will work together to copy all data of the bargun and import the data into APPMS.
2. Click the **Read** button to read and load the data.
3. A message similar to the following will be given during the copying process:



4. Click the **Yes** button to update Room and property information. Click the **NO** button if no room or property information is updated.
5. For each HRA in the Bar Gun Table that also has data in the Inventory Reconciliation Table, a message similar to the following will be given during the copying process:



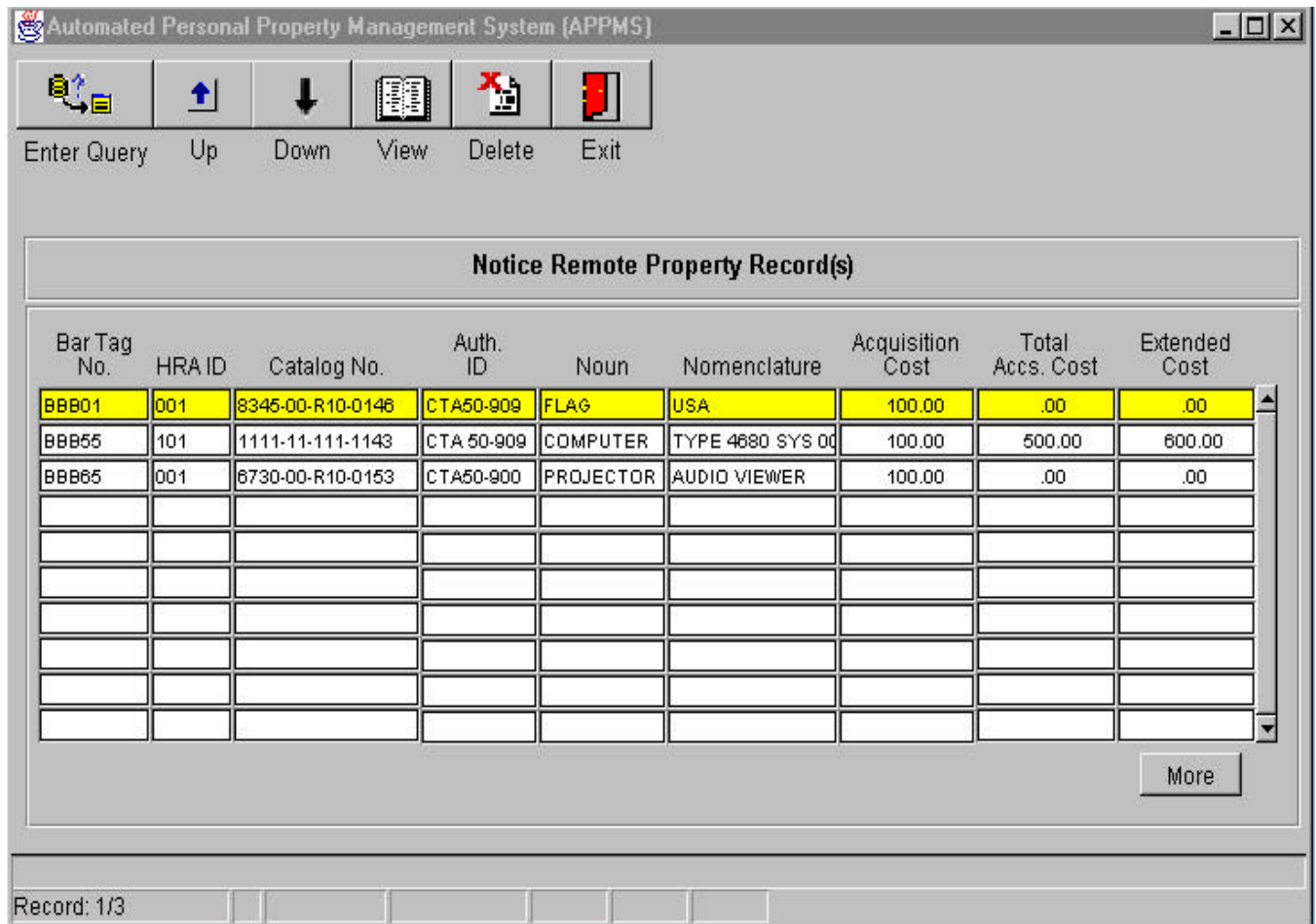
6. If the previous data for the specified HRA in the Inventory Reconciliation table should be deleted prior to loading the new data from the Bar Gun Import Table, select **Yes**; otherwise select **No**.

NOTICE ALL REMOTE TRANSACTIONS

Notice All Remote Transactions

Remote transactions are transactions that have been performed at a Remote site. The Remote APPMS user can view or delete active property.

1. From the APPMS Main Menu, select the **[Accounts]** option.
2. Select **[NOTICE ALL REMOTE TRANSACTIONS]**. A list of Remote Transactions is displayed. The user can view a transaction from the following screen:



Automated Personal Property Management System (APPMS)

Enter Query Up Down View Delete Exit

Notice Remote Property Record(s)

Bar Tag No.	HRA ID	Catalog No.	Auth. ID	Noun	Nomenclature	Acquisition Cost	Total Accs. Cost	Extended Cost
BBB01	001	8345-00-R10-0146	CTA50-909	FLAG	USA	100.00	.00	.00
BBB55	101	1111-11-111-1143	CTA 50-909	COMPUTER	TYPE 4680 SYS 00	100.00	500.00	600.00
BBB65	001	6730-00-R10-0153	CTA50-900	PROJECTOR	AUDIO VIEWER	100.00	.00	.00

More

Record: 1/3

ACCOUNTS MENU
NOTICE ALL REMOTE TRANSACTIONS
DELETE REMOTE TRANSACTIONS

Delete Remote Transactions

To delete a remote property transaction, click the **Delete** button on the toolbar.

1. The following alert is displayed when the **Delete** button is selected:

The screenshot shows the Automated Personal Property Management System (APPM) window. The toolbar includes buttons for Enter Query, Up, Down, View, Delete, and Exit. A table displays property records with columns: Bar Tag No., HRA ID, Catalog No., Auth. ID, Noun, Nomenclature, Acquisition Cost, Total Accs. Cost, and Extended Cost. A 'Forms' dialog box is open, asking 'Are you sure you want to delete the current record?' with Yes, No, and Cancel buttons.

Bar Tag No.	HRA ID	Catalog No.	Auth. ID	Noun	Nomenclature	Acquisition Cost	Total Accs. Cost	Extended Cost
BBB01	001	8345-00-R10-0146	CTA50-909	FLAG	USA	100.00	.00	.00
BBB55	101	1111-11-					500.00	600.00
BBB65	001	6730-00-					.00	.00

Record: 1/3

2. Click the **No** or **Cancel** button to cancel the transaction without saving.
3. Click the **Yes** button to delete the transaction.

View Remote Transactions

To view a remote transaction, click the **View** button on the toolbar. Accessories, Catalog and Transactions associated with the property item may also be viewed.

1. The following screen is displayed when the **View** button is selected:

Automated Personal Property Management System (APPM)

Enter Query Up Down View Delete Exit

ACCESSORIES CATALOG TRANSACTION CLOSE

Bar Tag No.: BBB01 Catalog No.: 8345-00-R10-0146 Doc. Reg. No.:
Noun/Nomn.: FLAG / USA
To HRA: 001 PEEL, SHIRLEY To Work Code:
From HRA: From Work Code:
Location: Room: Inventory Date:
Acq. Date: 05-NOV-1998 Due Date:
Acq. Cost: 100.00 Accessory Cost: .00 Extended Cost: .00
Requisition No.: Purchase Order No.:
Utilization: 0 Funding: C Authorization: CTA50-909
Part No.: Manufacturer:
Serial No.: Model No.:
Disposal Code: Disposition No.: Old Tag No.: 00107 System Indicator: D
Record: 1/1

From the Viewing Property Record screen, the user can perform the following activities:

1. View **Accessories** for that property item.

ACCOUNTS MENU
NOTICE ALL REMOTE TRANSACTIONS
VIEW REMOTE TRANSACTION

View Remote Transactions

2. View **catalog** information for that property item.
3. View **transactions** for that property item.

View Remote Transactions

1. View Accessories for that property item

To view all the accessories records for a property item, click the **Accessories** button on the screen the following screen is displayed:

Automated Personal Property Management System [APPMS]

Enter Query Up Down View Delete Exit

Accessories for Bar Tag: BBB55 Close

Description	Acq. Cost
ZATE'S CHAIR	500.00

Total Accessory Cost: 500.00

Record: 1/1

Click the **Close** button to return to the previous screen.

View Remote Transactions

2. View a catalog record associated with a property item

To view a Catalog record associated with a property item click the **Catalog** button on the View Transaction screen. The following screen is displayed.

The screenshot shows a window titled "Automated Personal Property Management System (APPMS)". Below the title bar is a toolbar with six icons and their corresponding labels: "Enter Query", "Up", "Down", "View", "Delete", and "Exit". The main area of the window is titled "View Catalog Record For Bar Tag No: BBB55" with a "Close" button in the top right corner. The form contains several fields: "Catalog No." with the value "1111-11-111-1143", "Pilferable:" with a dropdown set to "F", "ECC:" with an empty dropdown, and "LIN:" with an empty dropdown. Below these is a line for "Noun/Nomn:" with the value "COMPUTER" followed by a slash and "TYPE 4680 SYS 0011 WPC4 CE008250". Further down are two rows for "RICC:" and "LCC:", each with a dropdown and a text field. "RICC:" has a dropdown set to "0" and a text field containing "CBS-X non reportable". "LCC:" has a dropdown set to "R" and a text field containing "Items not in SB-700-20". At the bottom left of the window, it says "Record: 1/1" followed by five empty checkboxes.

View Catalog Record For Bar Tag No: BBB55				Close	
Catalog No.:	1111-11-111-1143	Pilferable:	F	ECC:	
Noun/Nomn:		COMPUTER / TYPE 4680 SYS 0011 WPC4 CE008250			
RICC:	0	CBS-X non reportable			
LCC:	R	Items not in SB-700-20			
Record: 1/1					

Click the **Close** button to return to the previous screen.

View Remote Transactions

3. View all Transactions for a property item

To view all the transaction records for a property item, click the **Transaction** button on the View Transaction screen. The following screen is displayed.

The screenshot shows a window titled "Automated Personal Property Management System (APPMS)". At the top, there is a toolbar with six icons and their corresponding labels: "Enter Query", "Up", "Down", "View", "Delete", and "Exit". Below the toolbar, there is a section titled "Transaction for Bar Tag No: BBB55" with "View" and "Close" buttons. The main area contains a table with five columns: "Trans. ID", "Trans. Code", "Trans. Date", "Entry Date", and "Trans. User ID". The table displays three rows of data, all with the same values: "8308-0003", "D02", "04-NOV-1998", "04-NOV-1998", and "FALGUNIS". Below the table, there is a status bar that says "Record: 1/3".

Trans. ID	Trans. Code	Trans. Date	Entry Date	Trans. User ID
8308-0003	D02	04-NOV-1998	04-NOV-1998	FALGUNIS
8308-0004	A01	04-NOV-1998	04-NOV-1998	FALGUNIS
8308-0005	A01	04-NOV-1998	04-NOV-1998	FALGUNIS

Click the **Close** button to return to the previous screen.

NOTICE ALL REMOTE TRANSACTIONS
VIEW REMOTE TRANSACTION

View Remote Transactions

To view detail information on a remote transaction, highlight the record to be viewed and click the **View** button on the screen. The following screen will be displayed:

Automated Personal Property Management System (APPMS)

Enter Query Up Down View Delete Exit

Viewing Remote Transaction [Close]

Trans. ID:	8308-0003	Trans. User:	FALGUNIS	Entry Date:	04-NOV-1998
Trans. Desc:	DC2 Establish Accountability Outside CEFMS			Trans. Date:	04-NOV-1998
Remarks:	REMARK'S FROM ZATE: HELLO!!!!				
Bar Tag No.:	B8855	Catalog No.:	1111-11-111-1143	Doc. Reg. No.:	
Noun/Nomn:	COMPUTER / TYPE 4680 SYS 0011 WPC4 CE008250				
To HRA:	101	ANDERSON, GARY	To Work Code:		
From HRA:			From Work Code:		
Location:	PULASKI	Room:	2128	Inventory Date:	
Acq. Date:	04-NOV-1998			Due Date:	
Acq. Cost:	100.00	Accessory Cost:	.00	Extended Cost:	.00
Requisition No.:		Purchase Order No.:			
Utilization:	<input type="checkbox"/>	Funding:	C	Authorization:	CTA 50-909
Part No.:		Manufacturer:			
Serial No.:		Model No.:			
Disposal Code:		Disposition No.:		Old Tag No.:	

Record: 1/1

Click the **Close** button to return to the previous screen.